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# OSCAR Law School Admin User Guide - Part 1 (Version 2.0)

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May 24, 2006

U.S. District Court for the District of Columbia  
333 Constitution Avenue, NW.  
Washington, DC 20001

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# PART 1

Welcome to the Online System for Clerkship Application and Review (OSCAR). The Law School Administrator Interface is the largest module of the system and covers numerous system functions pertaining to applicants, recommenders, judges, and basic administration. To this end, this user guide is organized into two parts that are under separate cover:

Part 1: Getting Started, Logging into the System, Forgot Password, Home Page, and Applicants

Part 2: Recommenders, Judges, School Administration, Reporting, Master Recommender Directory, Email, Help, and Logging Out

## 1.0 Getting Started

OSCAR is a web-based system that enables clerkship applicants to file complete applications and recommenders to file letters of recommendation online. Applicants designate the OSCAR-participating judges to whom they wish to apply. OSCAR-participating judges are able to sort and screen the applications directed to them and print only what they want to read in hard copy.

To assist in using OSCAR, this user guide provides instructions to law school administrators in performing the following functions:

- Retrieving a forgotten password
- Changing passwords and editing account information for applicants and recommenders
- Creating accounts for law school administrators, assigning system rights, changing their passwords, and editing account information
- Logging into the system
- Adding applicants, uploading their documents, and submitting applications on their behalf
- Communicating with applicants and recommenders via email
- Checking the status of recommendations
- Uploading recommendation letters
- Using the Login As capability for applicants and recommenders
- Uploading the Master Recommender Directory
- Printing summary reports

## 1.1 Help Desk

Call the OSCAR Help Desk at (202) 354-3005 between 8:30 am and 5:00 pm Eastern Standard Time, Monday through Friday, for telephone assistance in using OSCAR. Questions can also be directed via email at [oscar-support@dcd.uscourts.gov](mailto:oscar-support@dcd.uscourts.gov).

## 1.2 OSCAR Informational Resources

After logging into the system, OSCAR displays a home page with a section titled "Quick Links." This section provides the user with direct online access to the OSCAR user guides, frequently asked questions, Federal Law Clerk Information System (FLCIS), online Help, and information on converting documents to .pdf format.

## 1.3 Hardware and Software Requirements

The following hardware and software are needed to use the OSCAR system.

- A personal computer running a standard operating system such as Microsoft Windows
- Internet access and Web browser (Internet Explorer 5.5 and above, Firefox, and Netscape 7.2 and above are highly recommended)
- Adobe Acrobat Reader

## 1.4 Basic User Interactions

Users normally interact with the OSCAR system in three ways:

- Entering information in data fields
- Using the mouse to click on hyperlinks
- Selecting command buttons to direct system activities



## 1.5 Button Descriptions

<b>Add to My Recommenders</b>	The Add to My Recommenders button allows the user to identify the applicant's recommenders from the Master Recommender Directory in order to submit an application (under Applications Tab) on behalf of the applicant.
<b>Apply Search</b>	The Apply Search button allows the user to search for an applicant's, recommender's, or judge's name.
<b>Back</b>	Users click on the Back button to go back to the previous screen. <b>For optimal performance, ONLY use the OSCAR Back button as opposed to the web browser's Back button.</b>
<b>Cancel Changes</b>	The Cancel Changes button cancels any changes made in the applicant or recommender accounts by the law school administrator.
<b>Clear</b>	<b>Users click on the Clear button to clear any existing search criteria from the screen when performing a search.</b>

<b>Delete Record</b>	The Delete Record button allows the law school administrator to delete an applicant's or a recommender's record.
<b>Help</b>	The Help button provides users access to system questions and answers.
<b>Import All</b>	The Import All button allows the user to import the entire Master Recommender Directory for that law school into OSCAR. It lists the number of total records imported and matches found.
<b>Import Current</b>	The Import Current button allows the user to import the first record of the law school's Master Recommender Directory in order to verify the accuracy prior to uploading the entire directory.
<b>Jump to</b>	The Jump to button allows the user to move directly to and display the selected page (in a multi-page list).
<b>Next</b>	The Next button shows the next page of applicants (in a multi-page list).
<b>Preview</b>	The Preview button allows the user to preview the import of the first record in the law school's Master Recommender Directory in order to verify that the mapping of data against the fields is correct prior to uploading the entire directory.
<b>Previous</b>	The Previous button shows the previous page of applicants (in a multi-page list).
<b>Reset Mapping</b>	The Reset Mapping button resets the mapping fields to clear the previous selections and begin anew.
<b>Save</b>	The Save button allows the user to save changes to an account and perform additional functions within that record.
<b>Save &amp; Exit</b>	The Save & Exit button allows the law school administrator to save the change to the applicant's account and exit back to the Applicant List.
<b>Submit Application</b>	The Submit Application button allows the user to submit an application on behalf of the applicant under the Applicants.
<b>Upload</b>	The Upload button allows the user to upload a document to the system.

## 1.6 Document Codes

OSCAR displays document codes that represent the six types of documents that an applicant can upload to an application.

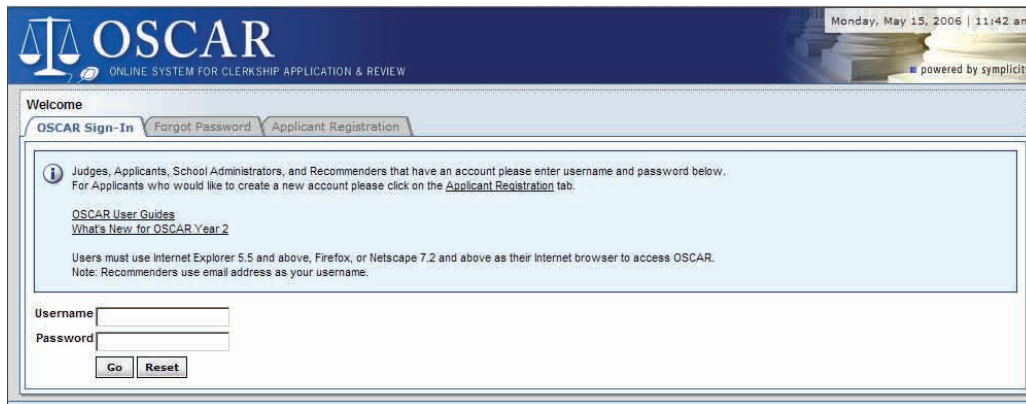
R	Resume
C	Cover Letter
S	Writing Sample
LGS	Law School Grade Sheet
OGS	Other Grade Sheet
L	Letters of Recommendation
	View entire application
	Recommendation letter is pending

## 2.0 Logging Into the OSCAR System

This section provides instructions for entering the OSCAR system.

1. From your Internet browser, type in the following address to go to the OSCAR website: <https://oscar.symlicity.com>. Note: You may bookmark this website.
2. Log into the system by clicking the OSCAR Sign-in tab and entering your username and password and clicking the "Go" button. (Note: Clicking "Reset" will clear your entry.)
3. If you forget your password, click the Forgot Password tab, enter your username, and click Go to receive your password via email. (Note: If you forgot your username, contact the OSCAR Help Desk by calling 202-354-3005 or send an email to [oscar-support@dcd.uscourts.gov](mailto:oscar-support@dcd.uscourts.gov).)

Figure 1. OSCAR Sign-In Screen



The screenshot shows the OSCAR (Online System for Clerkship Application & Review) sign-in page. The header features the OSCAR logo with a scales of justice icon and the text 'OSCAR ONLINE SYSTEM FOR CLERKSHIP APPLICATION & REVIEW'. The date and time 'Monday, May 15, 2006 | 11:42 am' are displayed in the top right, along with 'powered by simplicity'. Below the header, there are three tabs: 'OSCAR Sign-In' (selected), 'Forgot Password', and 'Applicant Registration'. A welcome message states: 'Judges, Applicants, School Administrators, and Recommenders that have an account please enter username and password below. For Applicants who would like to create a new account please click on the Applicant Registration tab.' Links for 'OSCAR User Guides' and 'What's New for OSCAR Year 2' are provided. A note specifies: 'Users must use Internet Explorer 5.5 and above, Firefox, or Netscape 7.2 and above as their Internet browser to access OSCAR. Note: Recommenders use email address as your username.' The sign-in form includes fields for 'Username' and 'Password', and 'Go' and 'Reset' buttons.

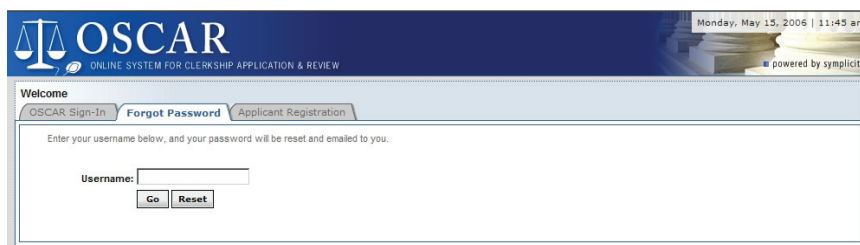
### 3.0 Forgot Password

Users who forget their password must retrieve it through the Forgot Password tab on the OSCAR Welcome page.

1. Click on the Forgot Password tab.
2. Enter your username. OSCAR will automatically reset your password and email it to you.

**Note:** The OSCAR Help Desk does not have the ability to retrieve forgotten passwords. Users must use the Forgot Password feature. If a user forgets his or her username, call the OSCAR Help Desk at 202-354-3005 or send an email at [oscar-support@dcd.uscourts.gov](mailto:oscar-support@dcd.uscourts.gov).

Figure 2. Forgot Password



The screenshot shows the OSCAR 'Forgot Password' screen. The header is identical to Figure 1. The 'Forgot Password' tab is now selected. A message reads: 'Enter your username below, and your password will be reset and emailed to you.' The form contains a 'Username:' label followed by a text input field, and 'Go' and 'Reset' buttons below it.

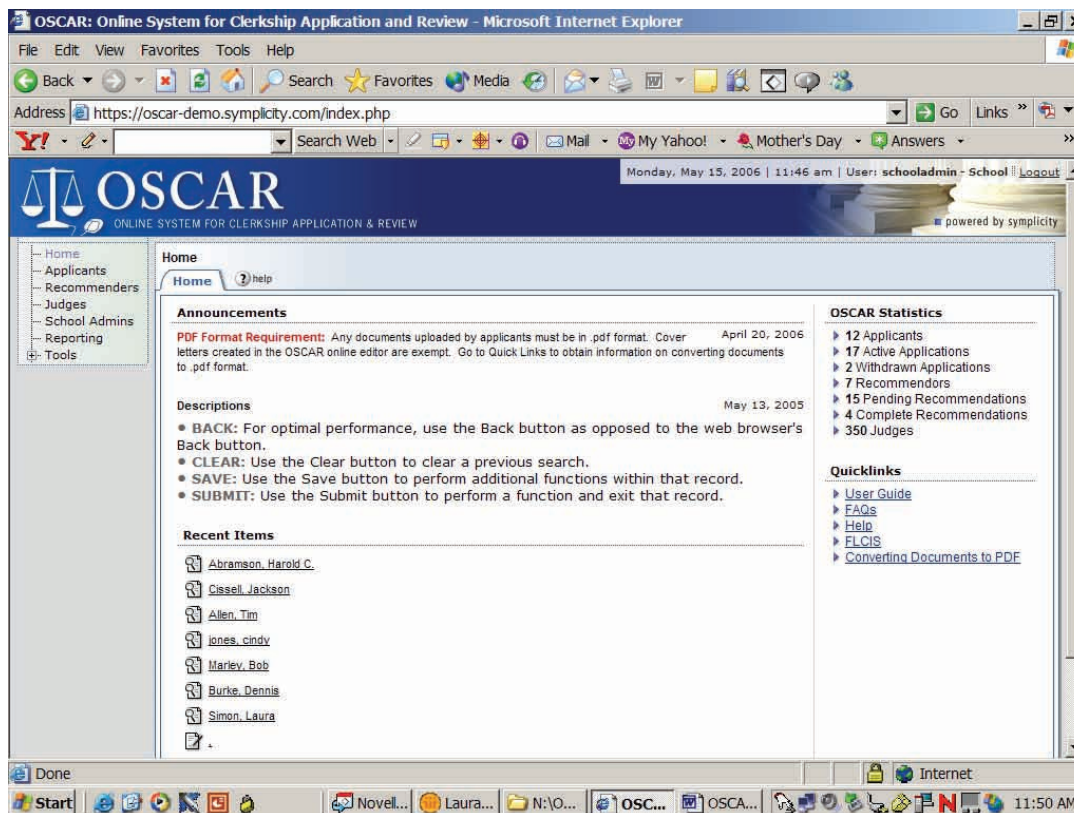


## 4.0 OSCAR Home Page

From the left side-bar menu of the OSCAR homepage, you can access five areas: Applicants, Recommenders, Judges, School Admin, Reporting, and Tools. Announcements display a description of four buttons used throughout OSCAR: Back, Clear, Save, and Submit and any vital system news. Recent Items provides a hyperlink for you to access the last several records you reviewed on your previous visit to OSCAR. The system displays your law school's OSCAR statistics.

OSCAR Version 2.0 added a new section on the home page titled "Quick Links." The "Quick Links" section provides direct access to the user guide, Frequently Asked Questions (Fans), online Help, Federal Law Clerk Information System (FLCIS), and information on converting documents to .puff format.

Figure 3. OSCAR Home Page



## 5.0 Applicants

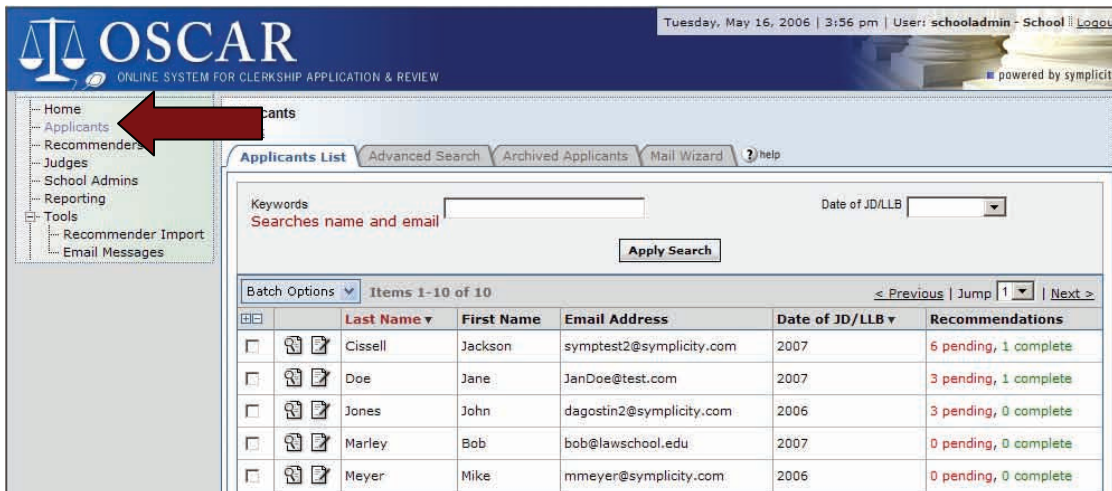
OSCAR provides the ability for law schools to perform multiple functions under the Applicants navigation bar located in the top left of the screen:

- Add an applicant and manage their accounts (change passwords)
- Upload applicant documents
- Identify their recommenders
- Create, edit, delete and withdraw applications on behalf of the applicant
- Send emails to applicants
- Perform searches on applicants
- View pending recommendation requests
- Use the new Login As capability that allows the administrator to directly access the applicant's account and perform functions as the applicant without having their login information.

When you click on Applicants, a list of applicants appears showing their names, email addresses, law school graduation date, and recommendation status.

1. Click on Applicants on the left navigation bar. The OSCAR screen displays the list of applicants including names, email addresses, date of law school graduation, and recommendation status.

Figure 4. Applicants



The screenshot shows the OSCAR Law School User Guide interface. The top navigation bar includes the OSCAR logo, the text "ONLINE SYSTEM FOR CLERKSHIP APPLICATION & REVIEW", and the user information "Tuesday, May 16, 2006 | 3:56 pm | User: schooladmin - School | Logout". The left navigation bar has a red arrow pointing to the "Applicants" link. The main content area displays the "Applicants List" tab, which includes a search bar for "Keywords" (with the text "Searches name and email") and a "Date of JD/LLB" dropdown. Below the search bar is an "Apply Search" button. The table below shows a list of applicants with columns for "Batch Options", "Last Name", "First Name", "Email Address", "Date of JD/LLB", and "Recommendations".

Batch Options	Last Name	First Name	Email Address	Date of JD/LLB	Recommendations
<input type="checkbox"/>	Cissell	Jackson	symptest2@symplicity.com	2007	6 pending, 1 complete
<input type="checkbox"/>	Doe	Jane	JanDoe@test.com	2007	3 pending, 1 complete
<input type="checkbox"/>	Jones	John	dagostin2@symplicity.com	2006	3 pending, 0 complete
<input type="checkbox"/>	Marley	Bob	bob@lawschool.edu	2007	0 pending, 0 complete
<input type="checkbox"/>	Meyer	Mike	mmeyer@symplicity.com	2006	0 pending, 0 complete

## 5.1 Performing a Keyword Search on Applicant's Name or Graduation Year

1. To search for an applicant's name, go to the Keywords field and enter the name of the applicant that you are searching for.
2. Click Apply Search. The system will display the name of the applicant.
3. Click on the Clear button to reset the fields.
4. To search for applicants by a law school graduation year, go to the Date of JD/LLB field and click on the dropdown list and select a year.
5. Click Apply Search. The system will display your search results.
6. Click on the Clear button to reset the fields.

## 5.2 Creating a New Applicant

1. From the Applicants List, click on the Add New button.
2. Fill out the contact and education information in each of the fields.  
Note: The red asterisks denote required fields.
3. Click Save to save your entries and to continue working in that applicant's account. (Note: Since you are creating a new applicant profile, you must click Save in order to upload documents and submit applications on behalf of that applicant.) OSCAR displays the Applicant Information screen. If you need to make any changes, click on the Edit button.

Figure 5. Creating New Applicants

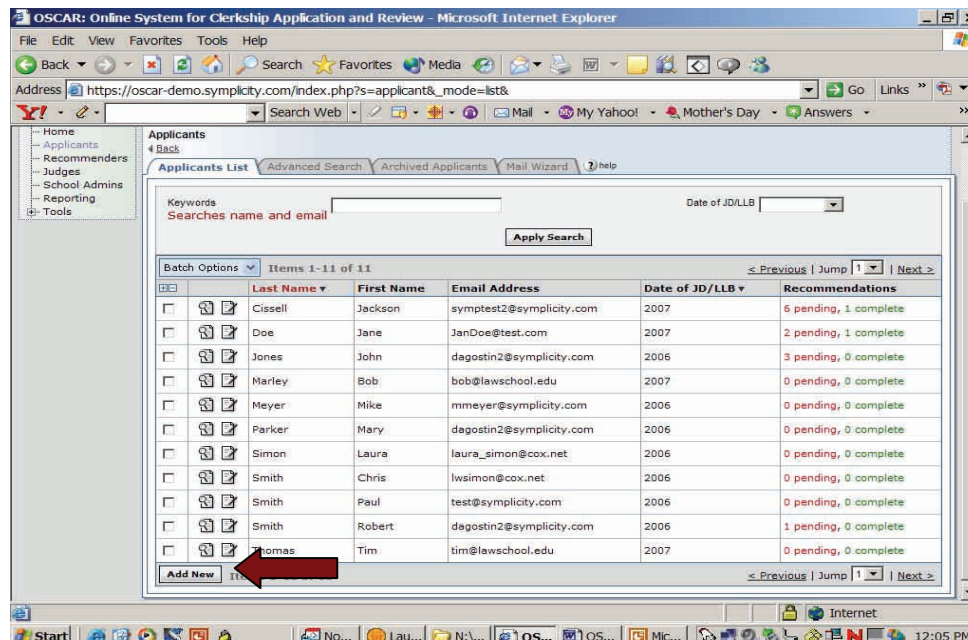


Figure 6. Applicant Information

Applicant Information		Account	Documents	Applications	Pending Recommendations	Recommenders	Login As	help					
<b>Edit</b>													
<b>Contact Information</b>													
First Name*: Jackson													
Last Name*: Cissell													
Email Address*: symptest2@symplicity.com													
Address*: <table border="1"><tr><td>Address</td></tr><tr><td>Street: 117</td></tr><tr><td>City: Manassas Park</td></tr><tr><td>State: Virginia</td></tr><tr><td>Zip: 20111</td></tr></table>		Address	Street: 117	City: Manassas Park	State: Virginia	Zip: 20111							
Address													
Street: 117													
City: Manassas Park													
State: Virginia													
Zip: 20111													
Contact Phone Number*: 571													
Other Phone Number: 507													
<b>Education</b>													
BA/BS From*: Holy Apostles College & Seminary													
Date of BA/BS*: March 2005													
JD/LLB From*: Appalachian School of Law													
Date of JD/LLB*: 2007													
Class Rank*: 33%													
Law Review/Journal*: no													
<b>Edit</b>													
<b>Applicant Info</b>													
Created: 2005-03-22 14:24:08													
By: Robert J. Cissell													
Modified: 2006-05-12 15:09:46													
By: School Admin													

### 5.3 Changing an Applicant's Password

1. From the Applicants List, select your applicant by clicking on the magnifying glass icon located to the left of the applicant's name.
2. Click on the Account Tab.
3. Click on the Edit button.
4. Enter the password in both the Password field and Verify Password field.
5. Click on the Save & Exit button to accept the password change and to return to the Applicant List. Click on the Save button to accept the password change and to continue working under that applicant's account.

Figure 7. Changing Applicant's Password

The screenshot displays the OSCAR (Online System for Clerkship Application & Review) interface. At the top, the header includes the OSCAR logo, the text "ONLINE SYSTEM FOR CLERKSHIP APPLICATION & REVIEW", and a user status bar showing "Tuesday, May 16, 2006 | 8:38 am | User: schooladmin - School | Logout". A sidebar on the left contains navigation links: Home, Applicants, Recommenders, Judges, School Admins, Reporting, and Tools. The main content area is titled "Jones, John" and includes a "Back Applicant List" link. Below this is a tabbed interface with tabs for "Applicant Information", "Account", "Documents", "Applications", "Pending Recommendations", "Recommenders", "Login As", and "help". The "Account" tab is active, showing a form with buttons "Save & Exit", "Save", "Cancel Changes", and "Delete Record". The form is titled "Account Information" and includes the instruction "Enter all information as completely as possible." It contains three input fields: "Username\*", "Password:", and "Verify Password:". A note at the bottom right of the form states "\* Indicates a required field".

### 5.4 Uploading Applicant Documents

From the Documents tab, the law school administrator can upload a resume, cover letters, writing sample, law school grade sheets, and other grade sheets on behalf of the applicant. The Documents tab provides the ability for the user to view, edit, and delete applicant documents.

**NEW CHANGE:** All documents uploaded must be in .pdf format. The only exception is if cover letters are created and uploaded using the online editor. The document size of any file uploaded to the system must not exceed 300 kilobytes.

OSCAR assigns a limit to the number of documents that an applicant can upload in each of the categories: 3 resumes, 25 cover letters uploaded as .pdf files, 3 writing samples, 2 law school grade sheets, and 3 other grade sheets. If you have more than 25 cover letters in .pdf file format, you will need to submit applications associated with those 25 cover letters and then go back and delete those 25 letters so that you can upload another 25.

**NEW CHANGE:** OSCAR Version 2.0 provides an online editor for the user to create cover letters with mail merge functions. Cover letters created in the online editor are exempt from the 25-cover letter limitation for letters uploaded as .pdf files.

The document limits for each type of document only applies to the number that can be uploaded in the “Documents” section at one time. The first number shown after each document category depicts the number of documents that the applicant has already uploaded, and the second number is the limit that OSCAR assigned to each document category (e.g., Resume 1/3 shows that the user has uploaded 1 resume and that OSCAR allows a user to upload a total of 3 resumes). Documents must be uploaded prior to submitting an application. For an application to be complete, a resume must be uploaded.

#### **5.4.1 Adding New Documents from a .pdf File**

1. Click on the Documents Tab on the navigation bar.
2. To add a new document, click on the Add New button.
3. OSCAR will prompt the user to enter the Document Label (name) and select the Document Type.
4. Click on the Browse button to select the file to be uploaded from your computer. Find your file and select Open. The location (drive) and the name of your file will appear in the Browse field.
5. Click Submit.



Figure 8. Uploading Documents from a .pdf File

Applicants  
Back Applicant List

Applicant Information
Account
**Documents**
Applications
Pending Recommendations
Recommenders
Login As
help

**Document Upload Limits:**

All documents uploaded by applicants must be in .pdf format. Cover letters created in the online editor are exempt from this requirement. For more information on converting your documents to .pdf format, click [here](#).

Uploading letters from existing PDF files: You may upload up to 25 cover letters as existing PDF files at any given time. If you have more than 25 letters, you will need to submit the applications associated with those 25 letters and then go back and delete those letters so that you can upload additional cover letters.  
Maximum Individual File Size: 300 KB

Creating cover letters in the online editor: If you choose to enter a cover letter online, you may use the mail merge fields and select it to merge with your applications. There is no cover letter limit in the online editor.

Resume: 1/3
Cover Letter: 0/25
Writing Samples: 0/3

Law Grade Sheet: 2/2
Other Grade Sheet: 0/3

Upload
Cancel

*\* indicates a required field*

**Document**

Maximum individual file size allowed for uploaded documents is 300 KB.

Document Label\*:

Document Type\*:

Maximum File Size: 300 KB

**File:**  
Please select your document to upload

Browse...

Upload
Cancel

**Current Documents**

**Resumes:**  

Jack Resumes

**Cover Letters:**  

rjc3\*

cover letter

cover 5\*

rjc2\*

Cover Letter 2

rjc5\*

Test Cover Letter aaa\*

rjc\*

**Writing Samples:**  

None uploaded.

**Law Grade Sheets:**  

law 1

law2

**Other Grade Sheets:**  

None uploaded.

### 5.4.2 Adding Cover Letters Using the Online Editor

In creating letters in the online editor, OSCAR provides the following five preset mail merge fields that users may use in creating their letters. To use the merge fields, highlight the merge field and copy it into the online editor.

- [Formatted\_address] – includes judge title, court, address, city, state, and zip code
  - [Formatted\_judgement\_1] – includes first name, last name, and generation/suffix (e.g., Jr.) with the title “The Honorable”
  - [Formatted\_judgement\_2] – includes first name, last name, and generation/suffix (e.g., Jr.)
  - [judge\_fname] – judge full name
  - [judge\_lname] – judge last name
1. Click on the Documents Tab on the navigation bar.
  2. To add a new document, click on the Add New button.
  3. Enter the name of the document in the Document Label field.
  4. From the Document Type field, click on the dropdown list and select Cover Letter.
  5. The system will refresh and the online editor will appear. Select and copy the merge fields that you would like to use for your letter and type your letter.  
(Note: Pressing CTRL Enter on your keyboard will allow you to single space between the lines.)
  6. Click on the Upload button when you have completed your letter. (Note: This cover letter can be used for all your applications. The merge functions will automatically replace the judge’s information on each application submitted under the Clerkships tab. The difference of the cover letter online editor versus the recommender online editor is that you do not select the judges yet.)

Note: Copying and pasting from a Word or WordPerfect document into the online editor may result in formatting issues due to hidden characters and format items in Word or WordPerfect documents. We recommend that you type the text in the online editor below, and use the online editor for merging and formatting. However, if you choose to copy and paste, we suggest that you paste the text to Notepad first, which you can find from the Windows Start menu under Programs/Accessories. Pasting to Notepad will strip most (though not necessarily all) of the hidden characters. You can then copy and paste the text from Notepad to the online editor box, then add/edit text or make formatting changes. If you want to be sure that you have deleted all the hidden codes/characters, you can click on the <> icon in the second row of the online editor toolbar. This will make all the hidden code visible, and each piece will be surrounded by the <> symbols (e.g., ). You must work carefully to make sure you get them all, without accidentally deleting any of your work. When you finish, click on the <> icon again and you can make any formatting corrections in the online editor.



Figure 9. Creating a Cover Letter in the Online Editor

The screenshot shows the 'Cover Letter - District Judge' document in the OSCAR Law School Online Editor. The interface includes a 'Document Label' field with the text 'Cover Letter - District Judge' and a 'Document Type' dropdown menu set to 'Cover Letter'. Below these fields, a note states: 'Choose "online editor" to edit the text of your cover letter below, or ".pdf file" to upload a new .pdf file containing the cover letter.' The 'online editor' radio button is selected. A rich text editor toolbar is visible, featuring options for font (Times New Roman), size (3 (12 pt)), style (Normal), and various formatting tools like bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, link, unlink, table, image, and undo/redo. The main text area is empty. On the right side, there are three sections: 'Cover Letters:' showing 'test2' with a document icon; 'Writing Samples:' with a 'None uploaded.' option; and 'Law Grade Sheets:' and 'Other Grade Sheets:' both with 'None uploaded.' options. At the bottom right, a 'Judge Merge Fields' section provides instructions and lists fields like [judge\_fname], [judge\_lname], [formatted\_judgename\_1], [judge with title], [formatted\_judgename\_2], [without title], and [formatted\_address].

### 5.4.3 Editing Documents

The user has the ability to replace one .pdf file for another.

1. From the Documents tab, click on the name of the document that you want to edit in the Label column.
2. OSCAR will allow you to upload another document/version in its place. Click on the Browse button to select the document.
3. Click Upload. (Note: Editing documents WILL NOT replace the previous documents in already submitted applications.)

#### 5.4.4 Deleting a Document

1. From the Documents tab, click on the Delete button (icon with **X**) for the document that you want to delete. OSCAR will display a message that states "Are you sure you want to delete this document?" Click OK or Cancel.

#### 5.5 Selecting Recommenders

In order to submit an application on behalf of an applicant, the recommenders need to be selected ahead of time.

1. Go to the Recommenders Tab.
2. Select the applicant's faculty recommenders from the Choose Existing Recommender dropdown picklist.
3. Select the applicant's other recommenders by entering the recommender data under Create New Recommender.

(Note: The recommender selections will appear under Results located at the bottom of the screen.)

Figure 10. Selecting Recommenders

**Applicants**  
 Back Applicant List

Applicant Information Account Documents Applications **Recommenders** Login As ? help

**Recommenders**

You must identify all of your recommenders before creating applications. Here's how:

- First, check to see if your recommenders are among those whose contact information has already been entered by your law school by clicking on the pulldown menu in the "Choose Existing Recommender" section below (left). For each of your recommenders listed, click on his or her name and then click the "Add to My Recommenders" button.
- Second -- and only if your recommender is not among those listed by your school -- add each of your unlisted recommenders by filling in the fields in the "Create New Recommender" section below (right). Be sure to review your entries -- especially the email address -- carefully before clicking "Save". If the recommender you enter exists in the system already, they will be added to your list of recommenders below.

**Choose Existing Recommender**

▼  
 Add To My Recommenders

**Create New Recommender**

\* indicates a required field

Last Name\*:

First Name\*:

Email\*:

Verify Email:

Phone Number:

Assistant cc: Email:

## 5.6 Submitting an Application

The Applications tab is where you can identify the clerkships to apply to, select the application materials to upload, select the recommenders, and submit the applications. **In order to submit an application, OSCAR requires the user to upload a resume.** If a resume is not uploaded, the application is incomplete and will not be sent to the judge until the resume is uploaded.

**Note: Once the user identifies the recommender(s) and submits the application, the recommender(s) can be added, changed, or deleted until the application is released to the judge. OSCAR does not allow the user to delete a recommender after the application has been released to the judge.**


1. From the Applications tab, click on the Add New button.
2. In the Judge field, type the last name of the judge and click Go. In the box to the right, click on the dropdown arrow and select the name of the judge.
3. Select the documents to be uploaded by clicking on the dropdown arrows.
4. Select the first recommender by clicking on the dropdown arrow under Recommender. To add subsequent recommenders, click on the Add Another Recommender button and select the recommender by clicking on the dropdown arrow.
5. Click Submit Application. OSCAR will display a confirmation screen. Review the screen and click OK to submit the application.

Figure 11. Submitting an Application

The screenshot displays the OSCAR (Online System for Clerkship Application & Review) interface. At the top, the user is logged in as 'schooladmin' on Tuesday, May 16, 2006, at 9:40 am. The main navigation bar includes links for Home, Applicants, Recommenders, Judges, School Admins, Reporting, and Tools. The 'Applications' tab is selected, showing a confirmation screen for creating an application for Judge James Robertson. The screen lists the documents included in the application: Resume (Resume123), Cover Letter (test2), Writing Sample (None Selected), Law Grade Sheet (None Selected), and Other Grade Sheet (None Selected). A note states that recommenders will be notified upon clicking 'OK' and that the application can be edited until noon EDT September 6, 2006. At the bottom, there are 'OK' and 'Cancel' buttons.

## 5.7 Deleting an Application


Applications can be deleted by the applicant or law school administrator prior to the release of the application to the judge for review.

1. From the Applications Tab, find the name of the judge under the Judge column and click on the icon  to the left of the judge's name.
2. A confirmation screen will appear stating "Are you sure you want to Delete this application? This cannot be undone." Click OK to delete the application or Cancel to discontinue the action.

**Note:** Once an application is released to the judge, OSCAR will only display the Withdraw button.

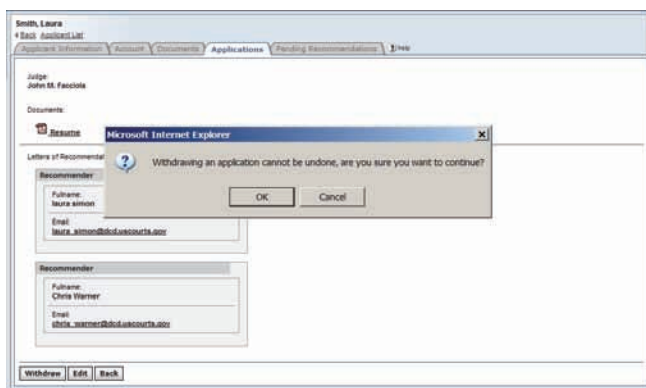
## 5.8 Withdrawing an Application

The Applications tab is where you can withdraw an application on behalf of the applicant after the application was released to the judge. Once an application is Withdrawn, the applicant no longer has the ability to reapply to that judge. **(NOTE: The ability to withdraw an application does not appear until AFTER the application has been released to the judge. Once an application is released in OSCAR, the Withdraw button appears. Prior to the release of any application, OSCAR will only display the Delete button.)**

1. Click on the Applications Tab.
2. Click on the  icon in the first column next to the judge's name that you want to withdraw the application.
3. Click on the Withdraw button. The system will display a message that states "Withdrawing an application cannot be undone, are you sure you want to continue?" Select OK to withdraw the application.

**Note:** If you want to go back to the previous screen, click the Back button located at the bottom of the screen.

Figure 12: Withdrawing an Application



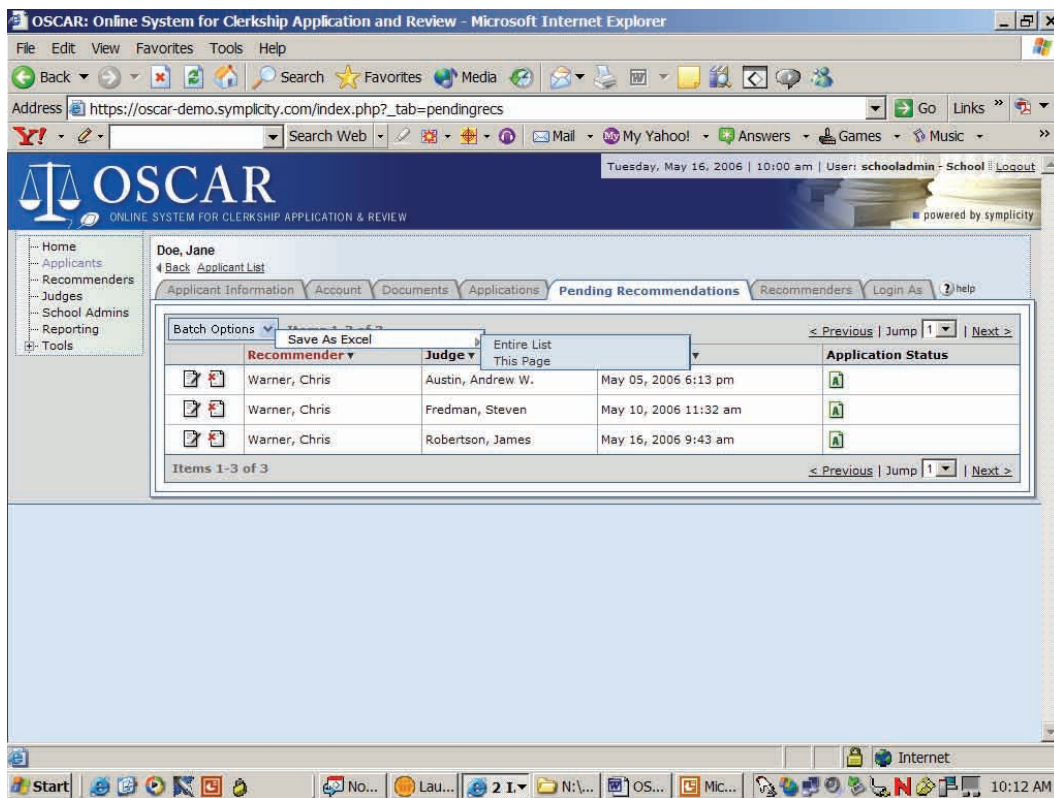
## 5.9 Pending Recommendation Letters

The Pending Recommendations Tab allows the law school administrator to view the status of all pending recommendations for the applicant. This tab is where the administrators who have the appropriate system rights can upload recommendation letters. OSCAR provides the capability for the administrator **to save and print a report of the entire list of the pending recommendation letters**. The user saves the report as an Excel file, and the report will contain the data depicted in each of the columns on the screen.

### 5.9.1 Saving and Printing a Report

1. From Applicants navigation bar, click on the Pending Recommendations Tab.
2. Click on Batch Options and select Save As Excel.
3. From Save As Excel, select either Entire List or This Page.

Figure 13. Creating Pending Recommendations Report



## 5.9.2 Uploading Recommendation Letters

Law school administrators can upload recommendation letters on behalf of its recommenders by using the Pending Recommendations feature in the Applicants section of OSCAR. **Note: Letters of recommendation can be edited or deleted until the release of applications to the judge.**



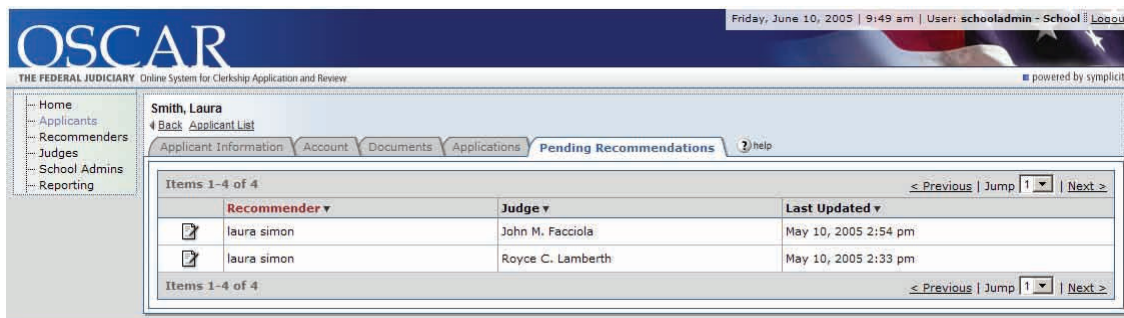
1. Click on Applicants on the left navigation bar and go to the Applicants List.
2. Click on the Review  icon in the first column next to the applicant's name.
3. Select the Pending Recommendations tab. OSCAR displays a list of recommenders.
4. Click on the  icon in the first column next to the recommender's name.

Figure 14. Recommender



5. OSCAR displays a screen that allows you to add a recommendation letter by either uploading a recommendation letter from an existing .pdf file or creating a recommendation letter using the online editor. **Note: OSCAR only allows the administrator to upload a single recommendation letter at a time at this location.**





#### 5.9.4 Uploading Recommendation Letter from an Existing .PDF File

1. To upload a recommendation letter from an existing .PDF file, click on .PDF File.
2. Click Browse and select your document.
3. Click Submit.

#### 5.10 Sending Email to Applicants – Mail Wizard

OSCAR Version 2.0 added a feature that provides the ability for law schools to send emails to their applicants. This capability is provided through the Batch Options function under the Applicants List. Once you identify the applicants to receive the email, OSCAR will automatically take you to the Mail Wizard Tab that lets you create the email.

**Note:** The Mail Wizard Tab will display “There are no select records – nothing to do.” when there are no applicants selected to receive an email.

1. From the Applicants tool bar, click on Applicants List.
2. Identify the applicants that you want to send an email to by performing the following:
  - Selected Applicants – click in the check box to the left of each applicant’s name

OR

  - All Applicants – click in the box with the plus sign (Select All). This box is located at the very top of that column.
3. Click on the Batch Options button and select Mail. Note: From Mail, you can either select [new message] or one of your saved messages.
4. The Mail Wizard will appear. Create your email message.

The Mail Wizard has a box titled “Message Options” located in the top right of the screen. The Message Options allows the user to save the email for his/her records or to re-use. There are three choices: (1) Do Not Save, (2) Save Changes, and (3) Save As New.



The Available Fields box (located under Message Options) provides 14 merge fields that are available for the creation of emails. Click on the merge field(s) that you want to use and they will appear in the Message Body.

[fullname]	[city]	[date]
[fname]	[state]	[tab]
[mi]	[zip]	
[lname]	[phone]	
[law_school]	[email]	
[street]	[password]	

The Add Item button allows the user to attach a document to the email message.

- At the bottom of your screen, scroll to the right and click on the Next button.
- OSCAR will display the email addresses of all the recipients that you have identified under Batch Options. NOTE: The user has the ability to remove any recipients from the list at this time. Click Send Message.
- Click the Done button to send your message.

Figure 16. Creating Applicant Emails

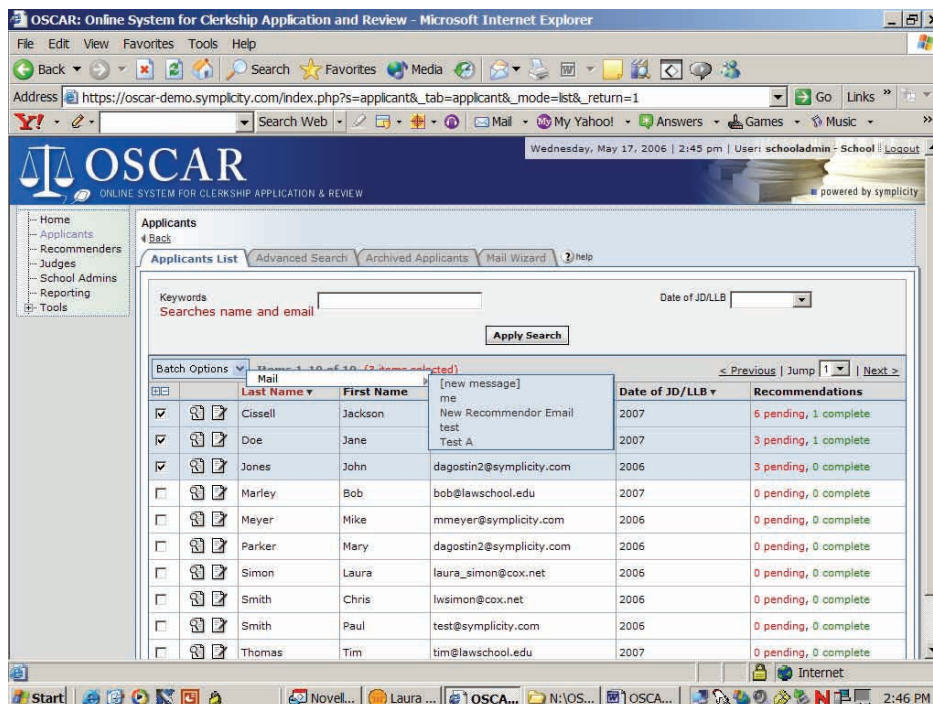


Figure 17. Creating Applicant Emails (Continued)

OSCAR: Online System for Clerkship Application and Review - Microsoft Internet Explorer

Address: https://oscar-demo.symlicity.com/index.php?curr\_mode=lst&tab=mailwiz&msg=\_\_new&sesskey=applicant:lst:applicant

Wednesday, May 17, 2006 2:47 pm | User: schooladmin - School | Logout

powered by symlicity

**Applicants**

Back Applicants List Advanced Search Archived Applicants Mail Wizard Help

**STEP 1: Review/Edit Message**

Please review/set the parameters of the message you wish to send. Make any changes in the form below, select whether and how you wish to save these changes, and then select the 'next' button.

Message Identifier:

Please enter an identifier for this message

Subject\*:

Enter the subject of the email message.

From\*:

Please enter the e-mail address which will be used in the from field.

Message Options

☒ Do Not Save

☐ Save Changes

☐ Save as New

AVAILABLE FIELDS

[fname]  
[lname]  
[mi]  
[name]  
[new\_school]  
[street]  
[city]  
[state]  
[zip]  
[school]  
[email]  
[password]  
[state]  
[abi]

Figure 18. Creating Applicant Emails (Continued)

OSCAR: Online System for Clerkship Application and Review - Microsoft Internet Explorer

Address: https://oscar-demo.symlicity.com/index.php?curr\_mode=lst&tab=mailwiz&msg=\_\_new&sesskey=applicant:lst:applicant

message using HTML?

Message Body\*:

Please enter the message body, including any substitution fields

Dear [fname],

Welcome to the Online System for Clerkship Application and Review (OSCAR) .....

Check Spelling

Attachment(s):

Add Item

Cancel

Next >

Figure 19. Creating Applicant Emails (Continued)

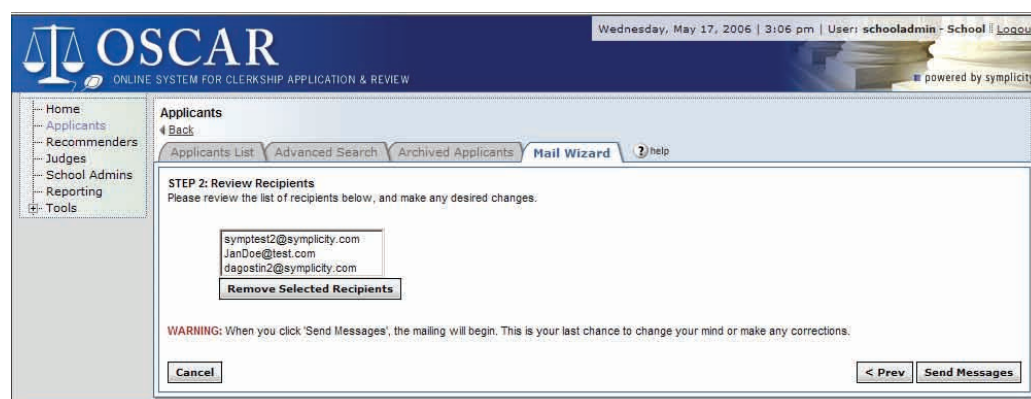
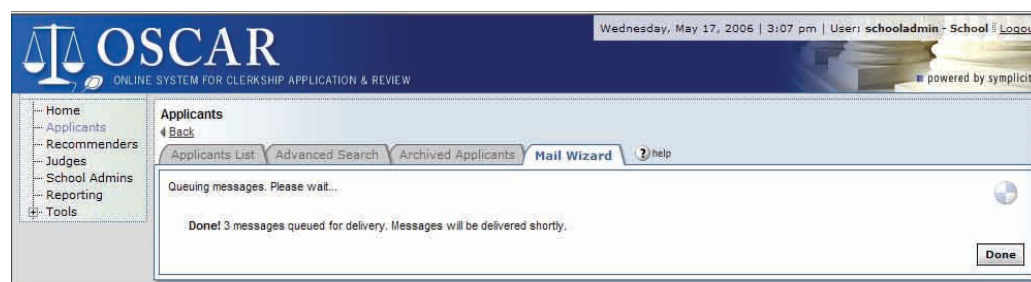


Figure 20. Creating Applicant Emails (Continued)



## 5.11 Searching Applicant Records

The OSCAR system has an Advanced Search feature that allows users to perform searches on date of law school graduation, class rank, law review/journal, undergraduate school, date of undergraduate school graduation, and keywords. OSCAR allows users to perform two types of searches. The "And" search requires search results to match all criteria selected (e.g., selecting "2006" for date of law school graduation and "15%" will yield all applicants who graduated in 2006 and received a class rank of top 15%). The "Or" search will return results that match any criteria (e.g., selecting "2006" and class rank of 15% will yield all students who graduated from law school in 2006 and all students who were in the top 15% of their class). Note: If you leave the And/Or field blank, OSCAR will only search on a single criteria.

1. Go to the Applicants List and click on the Advanced Search tab to perform a search.
2. Select And or Or.
3. Select the desired search criteria and click Submit.

(Note: The Clear button resets the search criteria.)

Figure 21. Searching Applicant Records

Back

Applicants List **Advanced Search** Archived Applicants Mail Wizard ? help

**i** If you come back to the Advanced Search page after conducting a search, you must click on the **Clear** button if you want to remove your previous search parameters.

**Submit** **Clear**

And/Or: Choosing "And" will require search results to match all criteria. Choosing "Or" will return results which match any criteria.  
☒ And ☐ Or

Date of JD/LLB: 2007  
 2006  
 2005  
 2004  
 2003

Law School Class Rank: ☐ 5%  
☐ 10%  
☐ 15%  
☐ 20%  
☐ 25%  
☐ 30%  
☐ 33%  
☐ 50%  
☐ Below 50%  
☐ School does not rank  
☐ I am not ranked

Law Review/Journal: ☐ yes ☐ no

BA/BS From: Enter a portion of the school name in the keyword text box and click "Go" to see a list of potential choices.  
 enter keyword here **Go** [Use Keyword]

Date of BA/BS:  **Select** **Clear** to  **Select** **Clear**

Keywords: search against applicant name, undergraduate school, and law school.

**Submit** **Clear**

### 5.11.1 Law School Graduation Date Search

Users have the ability to search applications by the date of law school graduation. OSCAR is designed so that applicants who graduate in "2007" will have their applications available for judge review on September 6, 2006 at noon (EST). Applicants who have a graduation date before 2007 will have their applications available for judicial review at the time of submission.

1. Select a graduation year.
2. Click Submit. (Note: The Clear button resets the search criteria.)

### 5.11.2 Class Rank Search

Users have the ability to perform searches on the following class rank criteria: 5%, 10%, 15%, 20%, 25%, 30%, 33%, 50%, Below 50%, School does not rank, and I am not ranked. Many law schools do not provide class rankings for any of their students. To ensure equitable treatment of those schools, OSCAR has been configured so that a search on any percentage ranking will return all applicants from those schools. These applicants will be identified in a search result by the words "School does not rank" in the class rank column. A few law schools rank only some of their students. The ranked students from those schools will be returned with a search on a percentage ranking; the unranked students will not (although they will show up in other searches, e.g., by law school). Unranked students from those schools will be identified in a search result by the words "Student is not ranked" in the law school column.

When a user performs a search on a specific percentage, OSCAR will provide all the applicants that meet that percentage number and above. For example, a user selects 20% as the class rank search criteria. OSCAR will display all of the applicants who are ranked 20%, 15%, 10%, 5%, and "School does not rank."

(Note: The Clear button resets the search criteria.)

### 5.11.3 Undergraduate School Search

OSCAR allows the user to perform a search of undergraduate schools.

1. Go to the Undergraduate School field, enter all or part of the undergraduate school name (e.g. Georgetown or George), and click Go.
2. The screen will refresh and [select] will appear in the second field. Use the pull-down menu to see all the matches to the text entered in the first field. Scroll to the desired undergraduate school and click on the undergraduate school name. The selected school will now appear in the blue-outlined window.

(Note: The Clear button resets the search criteria.)


### 5.11.4 Keyword Searches

Users have the ability to perform keyword searches against the applicant name, undergraduate school, and law school from within the Keyword field.


1. Enter search criteria in the Keywords field.
2. Click Submit.

(Note: The Clear button resets the search criteria.)

## 5.12 Reviewing Applicant Records

Under Applicants, OSCAR displays the Applicants List. From this list, the user has the ability to review an applicant's records from the Review  icon. OSCAR displays the following seven tabs: Applicant Information, Account, Documents, Applications, Pending Recommendations, Recommenders, and Login As.

### 5.12.1 Applicant Information Tab

1. View an applicant's record by clicking on the Review icon  in the first column next to the applicant's name.
2. Applicant Information tab allows the user to review the applicant's contact information, education, and law review/journal.
3. To edit an applicant's information, click on the Edit button to make any changes. The red asterisks depict the required fields.
4. Click either Save & Exit or Save. The Save & Exit button allows the user to perform the function and exit the record. The Save button allows the user to perform additional functions within that applicant's record.

### 5.12.2 Account Tab

The Account tab allows the law school to edit the applicant's login information (change password or delete account).

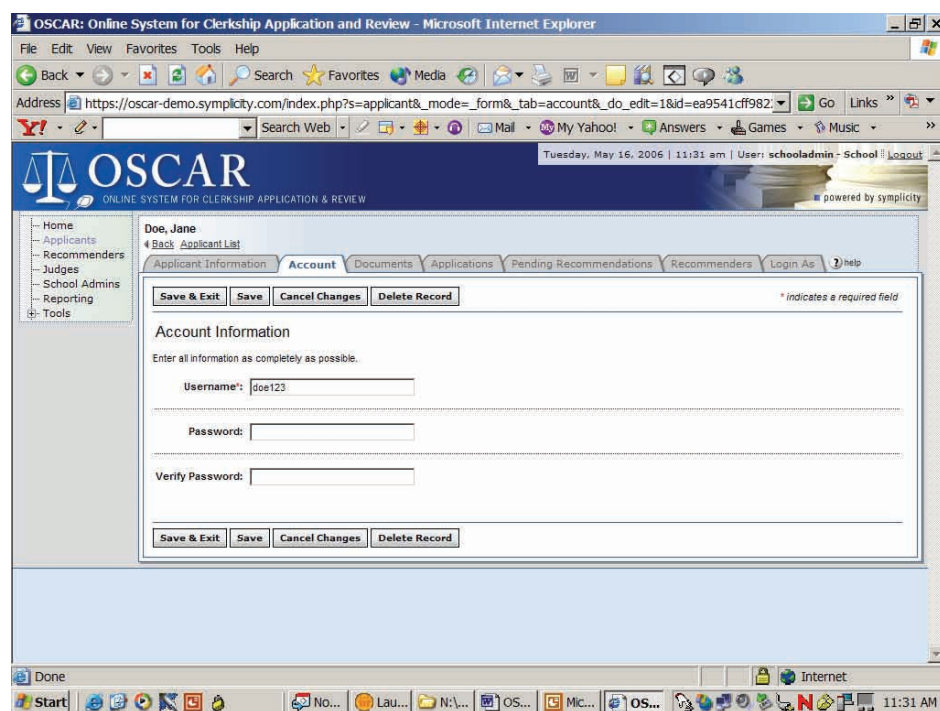
1. Click on the Edit button.
2. To change a password, enter the new password in both the Password and Verify Password fields. Click Save or Save & Exit. Clicking the Save button allows the user to continue working within that applicant's records. Clicking the Save & Exit button takes the user back to the Applicant List.

Or

To delete the username and password, click on the Delete Record button. The system will display the following message "Are you sure you want to delete this entry? This cannot be undone." Click OK or Cancel. The system refreshes and displays the screen where you can now enter new information under the username and password.



Figure 22. Account Tab



## 6.0 Login As Applicant

OSCAR Version 2.0 provides the ability for the law school administrator to log in as the applicant. The Login As capability provides direct access to the applicant's account where the administrator can perform all of the functions as the applicant.

1. From the Applicants navigation bar, click on the Applicants Tab.
2. Click on the magnify icon to the left of the applicant's name.
3. Click on the Login As Tab.
4. The Login As Tab provides access to the applicant's account as if they were logged into OSCAR as the applicant. The administrator has direct access to the following applicant tabs: Home, Clerkships, My Profile, My Documents, My Recommendations, and My Account.
5. To perform any functions while logged in as the applicant, please refer to the OSCAR Law Student/Alumni Applicant User Guide.

Figure 23. Login As Applicant

